

TITLE &
AUTHOR & DATE

Forms of Address	NO	YES in Chp. 3, Section C	YES as Part V	NO
Reports, Minutes, Agendas	NO	NO	NO, except Part X on approval of R&D projects	NO, except in early draft
TS Correspond	YES, plus exhibit. Part III	YES, but no example given Chapter IV	NO	YES, no exhibit shown
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Yes as Chp. 5, only 1 exhibit.	YES as Part III but references to COMMO	YES though not as a distinct part or chapter
Data on next US Gov't letter	Yes, plus an exhibit on same	NO	NO	NO
Letters kept separate from memos	Yes, separate "Parts" on each/not merged	To a degree as Chp 2 on memo & Chp 3 on letter, but general proced for both are merged	YES but with reference to COMMO	Yes, to a degree as Chp 1 on Letters and Chp 2 on memo but has gen/procd
mailing letters and memos separate	Yes, again the two are not merged.	No, all merged in Chp 6 on general correspond.	YES but with reference to COMMO	Again, the separate gen. procedures cover both at the same time.
Terms used: "DCI" and "memoranda"	No, terms used were "Director" & "memoranda"	"DCI" used but " <u>memoranda</u> " is replaced by " <u>ums</u> "	Yes to both terms throughout the handbook	Yes. "DCI" used; No as "memor/ <u>ums</u> " is used.
Use of Optional Form 10	No, that form has been dropped from the book	Yes. Standard Form No. 64 for memo was also used at this time; NO to Form 1954	Yes, with reference to COMMO; NO to Form 1954	YES. But Form 1954 was <u>not</u> used for MEMO FOR RECORD.
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Yes, but merged into text.	YES, as Part IX	YES, in text and as "e" of Section IV
Examples made distinct from text	Examples are to be in 4 point, Sans Serif type, plus separate exhibits.	Some Exhibits are distinct, but most placed in text.	Some exhibits are distinct, but examples are in text style.	Some distinct, most are placed in text.

TITLE & AUTHOR & DATE	HB 42-100-1 1/68 25X1A9a	GSA 1967 Draft	STATE, March 1966	FAA, October, 1962
Forms of Address	NO	YES, Chapter 5. Plus style practices.	YES, Part V., Chapter 1; all of Part V extensive	YES, Chapter 5. Plus style practices.
Reports, Minutes, Agendas	NO	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chapter 3 on telegrams & wire services is unique.
TS Correspond.	YES, plus exhibit. Part III	NO	YES, but spread throughout book including a few exhibits, esp. Chp 6/Part I.	NO
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	NO	NO, though its Part II deals with comparable correspondence.	NO, though parts of Chps. 1&2 refer to their Administrator.
Data on new US Gov't letter	Yes, plus an exhibit on same	YES, as it originated here; includes exhibits	YES, have adopted it.	YES, have adopted it.
Letters kept separate from memos	Yes, separate "Parts" on each/not merged	NO—have dropped memos in favor of informal letters and communications with few exceptions	YES, cf. Chps. 1&2 of Part I.	YES, cf. Chps. 1 and 2
mailing letters and memos separate	Yes, again the two are not merged.	See above; also refer to its Chps 3&4 on mails and telegrams.	YES, see its Chps. 3-7 of Part I	YES, see Chps. 1-4.
Terms used: "DCI" and "memoranda"	No, terms used were "Director" & "memorandum"	No to DCI and GSA used " <u>um</u> " not memoranda	State uses " <u>um</u> " not memoranda	FAA uses " <u>um</u> " not memoranda
Use of Optional Form 10	No, that form has been dropped from the book	NO—have dropped it and most memo forms in favor of informal letter	Yes in this March, 1966 version.	No but have a FAA form 2800 which is similar
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	NO as it is government wide.	YES, esp. see Chps. 4-7 of Part I	YES, esp. Chps. 3 and 4.
Examples made distinct from text	Examples are to be in 4 point, Sans Serif type, plus separate exhibits.	YES to a large degree; word, EXAMPLE is all caps or exhibits is bordered by bold face lines.	NO, most are in text/same style print; few are separate	YES either they are separate or in bold face.

TITLE & AUTHOR & DATE	HB 42-100-1 1/63	DIA Manual 10-1 4 April 1966		
Forms of Address	25X1A	YES, in Part XII extensive as it has military forms too.	NO	NOT in notes examined
Reports, Minutes, Agendas	NO	YES, Parts VI and VII on Staff summary sheet & misc. reports	No, use the memorandums to large degree	NO, not in notes examined
TS Correspond.	YES, plus exhibit. Part III	YES, tho no par- ticular part is devoted to it; security is noted in 5 of the parts	YES throughout the book and esp. in Part III	Not in notes
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Part VIII deals with comparable data and other special corresp.	YES in Part I	Yes, examples 11-14 plus refer- ences to D/L's preferences
Data on new US Gov't letter	Yes, plus an exhibit on same	Yes, have adopted it; in Part X on Sample formats, many examples of this	NO	NO
Letters kept separat- from memos	Yes, separate "Parts" on each/not merged	YES Parts I&III on letters with Part IV on memo- randums	YES	No, all taught in Part II,D under gen. principles, tho examples of same are separate.
mailing let- ters and memos separate	Yes, again the two are not merged.	Assembly the same for both & their Services Division prepares required envelopes for both	YES but much is handled centrally thru D C&R	not in notes examined
Terms used: "DCI" and "memoranda"	No, terms used were "Director" & "memorandum"	NO, use Director and memorandum	YES on DCI and YES on memo/ <u>da</u> in some cases, <u>but generally</u> memorandum.	YES to both DCI and memoranda terms
Use of Optional Form 10	No, that form has been dropped from the book	Yes, Part X, figures 13,16, 17, 20-24 are on Op Form 10.	NO not even in exhibits.	No, only in correspondence that stays inside OL; used in its divisions if desi
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Cf. Services Div	DC&R apparently handles most of their materials	not in notes examined
Examples made distinct from text	Examples are to be done in 4 point, Sans Serif type plus separate exhibits	No to large degree except Part X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, tho formats for memorandums and letters are distinct from text.